



Office of Residence Life

Village Resident Guide

2024-25

It Takes A Village



Building Community One Person at a Time

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www.evansville.edu/residencelife

Purpose of this Guide

This guidebook provides information from the residence life section of the Student Handbook and information on the residence life section of the University of Evansville website. This is intended as a quick reference guide for Village residents. Inside you will find information covering policies, emergency procedures, and services on campus.

For more complete information on the policies and procedures related to living on campus, please click here:

www.evansville.edu/residencelife/handbook.cfm

Numbers to Know

Public Safety	812-488-2051
Emergency	812-488-6911
Residence Life	812-488-2956
Village Staff	812-598-8951

Facilities	812-488-2775
Housekeeping	812-488-2045
Health Center	812-488-2033
Office of Technology Services (OTS)	812-488-2077

Living in Campus Housing

Alcohol and Drugs

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, illegal drugs, or alcohol in any campus living units occupied by students, including University-approved housing. See our 21+ Housing web page to apply for 21+ Status in order to drink responsibly in your housing unit. Students present in a residential facility where alcohol or illegal drugs are present are subject to disciplinary action. As part of residence life policy, students are also subject to disciplinary action for possession of empty alcoholic beverage containers. Below is the web page to apply for 21+ Housing.

www.evansville.edu/alcoholpolicy/21Application.cfm

Care and Condition of Rooms

Students agree to provide normal housekeeping and use reasonable care while living in their assigned units. All furnishings are to remain in their designated locations.

Upon checking in and out, students will sign a room condition report. This protects students from charges for pre-existing damages. Upon checking out, charges may be assessed for damaged not listed on the initial condition report.

Students are jointly responsible for care of public areas. Charges for damages to public areas may be assigned to all students of specific areas.

Any student who causes damage (or whose guest causes damage) to residential facilities will be assessed for such damages.

Personal Property

The University of Evansville and the Office of Residence Life assume no responsibility for theft, damage, or loss of money, valuables, foodstuffs, or personal belongings of any student or guest. It is recommended that students make arrangements to insure any property brought to school through homeowners insurance or [private property insurance](#).

Decorating

Room decorations are encouraged as long as they do not create health or fire hazards or cause damage to the room or furnishings. The following are not permitted for use in Village Properties:

Large Nails ● Screws ● Tacks ● Poster Putty ● Duck-Tape
Double-Sided Foam Tape ● Wall Clings ● Decals ● Contact Paper

Most residence hall properties are constructed using cinder block walls and semi-gloss paint. Village properties are typically constructed with drywall and painted with flat coat or satin paint. Additional care must be taken to not damage walls made from these materials. Avoid contact that would result in soiling or damaging the wall.

Review our Wall Decoration Guidelines specifically written for Village properties and New Hall for details about what you can use to decorate your walls.

www.evansville.edu/residencelife/campushousing/villages.cfm

Wall Decoration Guidelines

New Hall ● Jones Hall Apartments ● Townhouses ● Lincoln Commons

Alcoholic beverage containers are not considered decorative and are prohibited. If you are in doubt about decorations, check with residence life staff within the building.

Furniture and Equipment

Furniture provided includes bed, desk, chair, dresser, and closet space for each resident. In addition, living rooms come with couch seating for each occupant.

Kitchens come with a stove/oven, full size refrigerator, cabinet and counter space, and a dining table and chairs. University- provided furniture may not be removed from the unit under any circumstances.

Only designated patio furniture is permitted on the porches.

All personal items, including furniture, must be removed when formally checking out of the assigned residence.

Heating/Air Equipment

To be sure that heating and/or air conditioning units are functioning properly, rooms should be arranged so that the unit is not blocked by furniture or other objects. Keep a 24-inch clearance from vents.

Glass Stove Tops

Do not use abrasives to clean glass stove tops. Soft Scrub, vinegar, and a non-scratch pad are acceptable.

Animals

Aquarium fish, service animals, and approved emotional support animals are the only types of animals permitted in residential facilities. Fish tank can be no more than 10 gallons. For information regarding approval of service or assistance animals, contact the Disability Services Office at 812-488-2663. All other animals, including lab specimens, are prohibited.

Solicitation

To protect residents from unreliable, illegal, and meddlesome peddlers, soliciting is not permitted in the Villages. Special permission for student fundraising projects may be obtained from the dean of students. Residents should report any solicitation in the residence halls or Villages. Immediately notify your residential staff, the Office of Residence Life, or the Office of Public Safety.

Community Standards

Overnight Guests

The right of any person to sleep, study, or simply enjoy privacy will always take precedence over a person's privilege to host guests/visitors in the room. Students can host guests / visitors with the consent of students living in the same unit, providing that:

1. The roommate has fully agreed to the guest visit
2. Others living within the shared unit (pod, apartment, or house) have fully agreed to the guest visit
3. The guest is properly escorted in the living unit and common areas and uses a restroom that corresponds to their gender identity.

Guests are allowed to stay no longer than three days within a 10-day period. Guests should not disrupt the normal activities of the apartment or facility. Any disruptions can result in the guest being asked to leave.

Guests are subject to all University and residence life rules and regulations. Students are responsible for the actions of their guests.

Quiet Hours

Community living in an academic setting requires that residents respect the rights of others to study and sleep. Primary quiet hours are from 10:00 p.m. to 10:00 a.m. Each student has the responsibility to ask another to be quiet, close doors, turn a stereo down, etc. to maintain quiet hours. During Reading and Study Day and finals week, residential facilities are under continuous quiet hours.

Smoking

Smoking in any form, the use of any tobacco products (smoke and smokeless), and the use of electronic smoking devices (e-cigarettes) are prohibited in residential housing, approved University housing, contiguous grounds, parking lots, and vehicles in parking lots. Reasonable evidence that smoking, tobacco use, or vaping occurred in a student room will be considered a violation of this policy.

Entry of Students' Rooms

The University of Evansville recognizes and respects students' right to privacy in their rooms. However, the entry into a room or room search of any student may be conducted by the following people for the purposes listed below:

- By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure.
- By University maintenance or custodial personnel to make repairs and to provide routine service.
- By authorized University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of the student and the University.
- By a resident assistant, residential coordinator, or other appropriate University official when there is probable cause to believe a violation of University or civil regulations is being committed.

Unauthorized Access

Students or their guests may not enter any unauthorized or unapproved areas within any residential facility or its exterior areas. This includes, but is not limited to maintenance or custodial areas, construction zones, roofs, windows, or window ledges.

Services

Parking

All of the apartment complexes and Townhouses have parking areas dedicated for use by the residents of these facilities who have a valid University permit. All other vehicles from the campus community parked in these lots, without a proper permit, are subject to issuance of a University parking violation citation.

For more about parking regulations see the Office of Public Safety website.

Laundry

All laundry machines are available to building residents at no cost. Residents will need to supply their own detergent.

Townhouses and Lincoln Commons have private laundry within their units. Jones Hall residents have access to a laundry room on the First Floor.

Mail

Keys and Combos Residents of Lincoln Commons and Townhouses may obtain a mail key from the Office of Facilities during working hours M-F. Residents of Jones Hall will receive a mailbox combination from the Village staff. If you lose your mailbox key there will be a \$40 core change charge. Request a change through a Facilities [Work Order](#).

Packages, registered mail, FedEx, and UPS Address should be addressed to:

Your Name
Building Name:
(Jones, Lincoln Commons, Walnut Commons, or Frederick Commons)
1 S. Frederick St.
Evansville, Indiana 47714

Items addressed this way are delivered to Mail & Distribution Services located in the General Services Building (open 8:00 a.m. – 4:30 p.m. Monday - Friday). Students will be notified via e-mail or telephone when a package arrives for pickup/signature. A valid UE student ID and signature are required before packages are released for student pickup.

Mail delivery for Jones Hall – Jones Hall mailboxes are located toward the middle of the first floor hallway near the staff office. USPS letters are delivered daily (Monday through Friday) by university personnel. Mail is usually placed in mailboxes in the afternoon or early evening.

Mail delivery for Lincoln Commons and Townhouses – Lincoln Commons mailboxes are located just outside the main lobby coming from the Lincoln Commons parking lot. Townhouse mail is delivered to external mailboxes near your building. Mail is delivered to these mailboxes Monday – Saturday by USPS personnel.

At times, USPS may leave a small brownish peach and/or green slip that indicates that your package must be picked up at the post office located on Washington Avenue.

Internet

Lincoln Commons, Jones Hall, and the Townhouses, have both ethernet port access and WiFi provided by the University.

Keys

Each resident is issued appropriate keys for their unit at the time of moving in. All keys remain the property of the University. No key may be duplicated. Keys must be returned at the time of checkout. Students are not permitted to give their keys to other persons (\$50 fine).

If a key or card key is lost, students should request a replacement from the Office of Residence Life (open Monday through Friday, 8:00 a.m. to 5:00 p.m.) or by contacting the residential coordinator on call (nights and weekends).

For security reasons, the lock core will be changed whenever a replacement is needed. There is a \$40 charge for the re-core and a new key. Lost ID cards are replaced at the cost posted on the Office of Public Safety website. Temporary access cards are available at the Office of Public Safety.

Trash and Recycling

Trash. Residents in Lincoln Commons, Jones Hall, and the Townhouses should use exterior dumpsters to dispose of any trash.

Recycling. Residents in Lincoln Commons, Jones Hall, and the Townhouses have recycling services. Recycling centers for Lincoln Commons and the Townhouses are located near the dumpsters. Jones Hall recycling is located next to the elevator on the first floor. A guide to campus recycling can be found here:

www.evansville.edu/residencelife/services/greenguide.cfm

Repairs

Minor Repairs. Minor repair needs should be requested through a [work order](#). After submitting this work order, a member of the maintenance staff will reach out to you to schedule a time to make the repair or assess the problem. This will take place during standard working hours.

Emergency Repairs. Major problems that require immediate attention (e.g., door lock, water leak, loss of heat) should be reported directly to the Facilities office between 8:00 a.m. and 5:00 p.m., Monday through Friday. For additional assistance, it is important to contact the Village staff on duty.

If an emergency maintenance situation occurs after hours, call the Office of Public Safety at 812-488-2051 and ensure that your message is clear about the emergency work.

**DON'T SEND EMAILS OR LEAVE VOICE MAIL
FOR EMERGENCY WORK ORDERS!**

Assistance with Maintenance Concerns

If you need help with an issue, contact your RA staff or reach out to us at residencelife@evansville.edu.

A residence life staff member can do an initial inspection and help you contact the Facilities office.

Mold

Mold spores are naturally present everywhere. Follow these steps to discourage mold growth in your Village residence:

- **Keep windows closed** when running air conditioning. Warm moist air + cool air conditioning = condensation.
 - **Leave blinds open** during the day. Mold likes to grow in the dark!
 - **Set thermostat** to run automatically at 70° - 75°. Setting your thermostat too cold can cause condensation issues and mold growth.
 - **Don't obstruct airflow.** Keep 24 inches clear in front of HVAC vents and 6 inches clearance from exterior walls. Reduced airflow results in excess moisture and mold growth.
 - **Don't add moisture to your room.** Don't use humidifiers. Avoid using devices that add moisture to the air like essential oil diffusers.
- **Clean your room!** Normal cleaning can stop mold before it starts:
 - Vacuum and clean up your room regularly.
 - Clean surfaces with mild cleaning solutions.
 - Don't pile up clothes or other items on the floor.
 - Keep your kitchen and bathroom free from mold and mildew by cleaning regularly.
 - **Keeping sinks, toilets and showers clean.**
 - Mold and mildew can easily develop in bathroom and kitchen areas. Regularly use a disinfectant to sanitize these areas and keep them free of mold and mildew!
 - **Bathroom exhaust fans**, if applicable, should be kept running during and 10 minutes after showering to help remove humid air.

For more information see our Residence Life Mold Pages: www.evansville.edu/residencelife/services/mold.cfm

Townhouse Notes

Roku's and TVs in Living Rooms

Each Townhouse unit is equipped with a television and a Guest Roku account.

- 1) Turn on the Roku device / select the correct HDMI input
- 2) Select your checkout date
- 3) Easily sign in and start streaming your favorite subscription services.
- 4) All of your logins will erase automatically on the checkout date you choose!

Living Room Sectionals and TVs

Please leave supplied TV and sectional couches in their original configuration. Moving televisions, entertainment console, and sectional can cause damage to these items.

Bicycles

Designated bicycle racks are installed near each Townhouse building. If you plan to have a bicycle stored outside, please use the designated bicycle racks to secure your bicycle.

Porches

Only designated patio furniture is permitted on the porches. Do not store personal belongings, bicycles, couches, trash, recycle bins, or any other item other than furniture that is designed for patios. At no time is UE furniture permitted to be outside.

Panic Buttons

Each Townhouse unit is equipped with two silent alarm panic buttons (one in the upstairs hallway, one on the ground floor near the kitchen). When activated, these devices will send notice to Public Safety that you require emergency assistance and Public Safety will be dispatched to your location. To activate the panic button, press the two red buttons simultaneously.

Emergency Procedures

Rave Guardian

The University of Evansville offers a service where an emergency alert can be sent as a text message to student cell phones. The alert is used in the case of a campus emergency where immediate action needs to be taken by members of the community.

It is highly recommended that all students living in the Villages sign up for this service as it will be the primary form of communication in the event of an emergency.

Inclement Weather - Closing or Delays

The Office of Public Safety monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be announced in one or more of the following ways:

- We encourage all students to download and enable the Rave Guardian App by Public Safety:



This app will send an emergency alert to your cell phone.

- Purple Pulse – An email message will be sent to the campus community.
- University website – A message may be posted to the main page of the campus website.
- TV and Radio – Tune in to local radio and TV broadcasts when weather looks severe.

Students, faculty, staff, and visitors are urged to use personal discretion when deciding to travel in inclement weather and asked to contact the appropriate persons in case of an anticipated delay or absence from work, class, or event.

Fire

In the event of an actual fire, pull the fire alarm, if applicable, and warn other residents by knocking on doors and shouting as you leave the building. Remember to shut your door. Notify the Village staff or residential coordinator if possible. Call Public Safety at 812-488-6911 from a safe location, and provide as much information as possible. Stay at least 50 feet away from the building. Do not re-enter the building until you are informed it is safe to do so by approved University personnel.

Tornado

Move to the safest area in the building. This will be on the lowest level of the building. If the lower level is not available, move to an interior room without windows such as closets or bathrooms. Clear stairwells as quickly as possible to avoid wind tunnel effects common in stairwells during a tornado. Attempt to warn others and stay clear of windows. Do not evacuate the building unless fire ensues or until you receive an “all clear” from approved University personnel or an approved residence life staff member. Stay away from windows, doors, and outside walls. Protect your head.

Earthquake

Move away from your window toward your door, drop on your knees with your back to the windows; fold your arms on the floor close to your knees, bury your face in your arms and close your eyes. If time allows, pull a mattress over your head for further protection.

After the initial shock and things have settled down, evacuate to either the Black Beauty Soccer Field or the Sesquicentennial Oval, whichever is closest. Remain at the assembly point until you have been given instructions by residential housing staff or University emergency personnel. **Do not re-enter your building until you have been authorized to do so by University emergency personnel.**

Gas Leak

If you smell gas (rotten egg smell) or your detector alerts you, exit the building as quickly as possible without turning on or off any electrical device. From a safe distance outside of the building, call Public Safety at 812-488-6911 to report a gas leak. Do not re-enter the building until you are informed it is safe to do so by approved University personnel.

Campus Emergency

It is important to follow all instructions from campus staff immediately. To maximize safety during a shelter-in-place order, the following recommendations should be considered by each individual:

RUN, HIDE, FIGHT

RUN: Flee the building if you can do so safely based on what you know is taking place within the building. (i.e., if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building)

HIDE: Consider the above recommendations; additionally, turn ringers and other tones off on cellphones and turn off lights.

FIGHT: You (and those with you) stand a better chance of surviving if you do something rather than nothing.

See more regarding Security and Emergencies on Campus here: www.evansville.edu/residencelife/security.cfm

The following links provide important information so that you know what action to take.

(The arrow symbol (→) indicates a link to the **Office of Public Safety** on the UE website.)

- **Security in the Residence Halls and Villages**
- **Personal Safety and Student Property**
- **Personal Property Insurance**
- **Emergency Notification System →**
- **Campus Emergency Phones →**
- **Severe Weather: Tornadoes, Closings and Delays, Flooding →**
- **Emergency Situations: Shelter in Place (Building Lockdown), Fire, and Earthquake →**
- **Fire Evacuation, Assembly Points, and Policies**
- **Gas Leak in Village Properties**
- **Power Outages / Black-Outs**
- **Emergency Kit**
- **Alcohol Poisoning**

Reporting Emergencies

- **Criminal Activity →**
- **Sexual Assault or Rape →**
- **Medical Emergency →**
- **Missing Persons →**

Emergency Numbers

911

Ambulance, Police, Fire

812-488-2051

Public Safety (non-emergency)